

**CONGRESSIONAL INQUIRY WORKSHEET**

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For use of this form, see USMEPCOM Reg 5-5

**FOR OFFICIAL USE ONLY**Place DA Label 113 on the front of constituent's record**SECTION I - Notification**

DATE & TIME OF INITIAL CALL \_\_\_\_\_ PERSON CALLING \_\_\_\_\_  
PERSON RECEIVING CALL (MEPS) \_\_\_\_\_ SUSPENSE \_\_\_\_\_  
DATE & TIME OF RETURN CALL \_\_\_\_\_ 2 hours after receipt of phone call  
PERSON RECEIVING CALL (MHR-PR) \_\_\_\_\_

**SECTION II - Legislative Liaison**

CONSTITUENT'S NAME \_\_\_\_\_ SSN \_\_\_\_\_  
MEMBER OF CONGRESS \_\_\_\_\_ SERVICE \_\_\_\_\_  
REASON FOR INQUIRY \_\_\_\_\_  
REQUESTED INFORMATION: \_\_\_\_\_

(SEND COPIES OF ALL SUPPORTING DOCUMENTS WITHIN 24 HOURS AFTER PHONE CALL)

**SECTION III - Processing History**

MEDICAL CASES: DATE OF PHYSICAL \_\_\_\_\_  
DATE & REASON FOR DQ \_\_\_\_\_  
WAIVER RECOMMENDED BY CMO YES ☐ NO ☐

TESTING CASES (714ADP):OTHERS:**SECTION IV - Case Disposition**

FINAL DISPOSITION: QUALIFIED ☐ DISQUALIFIED ☐ WAIVER: GRANTED ☐ DENIED ☐  
APPLICANT NOTIFIED BY:  
MEMBER OF CONGRESS ☐ MEPS ☐ SERVICE LIAISON ☐ RECRUITER ☐ MHR-CA ☐  
**IF QUALIFIED, DID APPLICANT RETURN FOR FURTHER PROCESSING:** YES ☐ NO ☐

REMARKS:

**Section I - Notification**

- a. Date & time of initial call - Place the date and time of initial notification of congressional inquiry (e.g., date: 8/28/95; time: 0930).
- b. Person calling - Self explanatory (MHR-PR or congressman).
- c. Person receiving call (MEPS) - Self explanatory.
- d. Suspense - Within 2 hours of the call from MHR-PR, however, exceptions must be cleared by action officer MHR-PR.
- e. Date & time of return call - Self explanatory.
- f. Person receiving call (MHR-PR) - Self explanatory.

**Section II - Legislative Liaison**

- a. Constituent's name - Self explanatory.
- b. SSN - Self explanatory.
- c. Member of Congress - Self explanatory.
- d. Service - Branch of service constituent is applying for.
- e. Reason for inquiry - This information is received from the inquiry.
- f. Requested information - The supporting information that the MEPS forwards to MHR-PR.

**Section III - Processing History**

- a. Medical cases:
  - (1) Date of physical - Date the physical was completed. (If "papers only," the date signed by MEPS CMO.)
  - (2) Date & reason for DQ - State disqualifying condition in laymen's term and date applicant was Temp/Perm DQ'd.
  - (3) Waiver recommended by CMO - Place "X" in the appropriate box.
- b. Testing cases (714ADP) - Date of last valid test and score. List invalid tests if applicable.
- c. Others - Place appropriate information for nonmedical and testing inquiries.

**Section IV - Case Disposition**

- a. Final disposition - Place an "X" in the appropriate box.
- b. Applicant notified by - Place an X in the appropriate box.
- c. If qualified, did applicant return for further processing - Place an "X" in the appropriate box.
- d. Remarks - This portion is for requested closures by MEPS, directed transfers by the recruiting service's waiver authority, and any additional remarks pertaining to case.